

Blue Reports

Blue Reports can be accessed via the ISU home page A-Z menu or from the Institutional Research home page. Dashboards have been created for various institutional roles but all Blue Reports users can access any of the dashboards.

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Welcome to the Blue Reports Portal! Blue Reports is an information gateway intended to provide each user with the data they need for their role in the organization and the capabilities to drill into the details to help them do their job more effectively. With custom views for Chairs, Deans, Administrators, and Student Success Champions, the portal provides a self-service view of both static, historical, trend data as well as dynamic-data updated nightly to show us where we stand in a given term. Blue Reports allow for thorough investigation with functions for drilling down, dicing, filtering, and exporting data. Version 1.0 was released on December 19 with additional functionality scheduled to come online in the late spring.

We need your feedback so we can continually be improving this tool. Please share your feedback with us by contacting Ray Buechler at ray.buechler@indstate.edu.

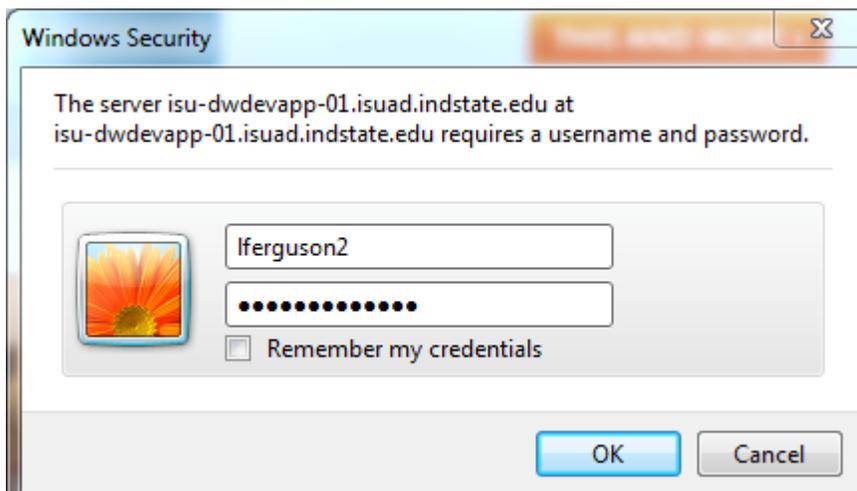
EXECUTIVE

ACADEMIC DEAN

ACADEMIC CHAIR

STUDENT SUCCESS

Select the appropriate dashboard for your role at the University. When you select a dashboard button, the dashboard will begin to launch by prompting you for your login information. You must have a Blue Reports account. Blue Reports user names/passwords are the same as your Sycamore login.



To request a Blue Reports account, please email Ray Buechler: Ray.Buechler@indstate.edu

Dashboards are organized into sections. The section in context is bolded. Click on the section name to move from section to section. Within each section there are multiple tabs or pages. Click on the page label to move from page to page. Each dashboard page has one or more panels and may have Slicers to allow for filtering.

Dashboard Sections

Dashboard Pages

Slicers (filters)

Panels

Key Metrics Trends Point-in-Time Comparatives Success Rates (First-time Full-time Bachelors Degree Seekers)

Current Enrollment Enrollment by Origin Degrees Admissions Withdrawals End of Term Performance Course Completion Ratios

Term: Fall 2016

Distance/NonDistance: All Distance Program Indicators

Current Enrollment Grid (Primary, Enrolled, Fall 2016, All Distance Program Indicators)

	All Student Levels		Undergraduate		Graduate	
	Distinct Students	FTE	Distinct Students	FTE	Distinct Students	FTE
All FTPT Indicators	5,313	4,469.18	4,433	3,947.60	880	521.58
Full Time	3,905	3,803.70	3,555	3,516.20	350	287.50
Part Time	1,408	665.48	878	431.40	530	234.08

Current Enrollment by Class (Primary, Enrolled, Distinct Students, Fall 2016, All Distance Program Indicators)

		All Residency Statuses		
		In State	Out of State	
All Classes		5,313	3,937	1,376
Undergraduate	Freshman	180	117	63
	Sophomore	1,465	1,185	280
	Junior	1,653	1,285	368
	Senior	1,135	790	345
Graduate		880	560	320

Current Enrollment by College (Enrolled, Distinct Students, Fall 2016, All Distance Program Indicators)

	All Student Levels		
	Undergraduate	Graduate	
All Major Colleges	5,313	4,437	880
Bayh College of Education	445	279	166
College of Arts & Sciences	1,524	1,326	198
College of Grad & Prof Studies	3		3
College of Hlth and Human Serv	1,695	1,318	377
College of Technology	1,040	938	102
Scott College of Business	639	606	34
Univ College Nondesigned	29	29	

- **Key Metrics** provide access to current data to monitor enrollment and other metrics periodically
- **Trends** provide comparisons across years and may be based on official data
- **Point-in-Time Comparatives** provide admissions metrics for this year vs the same time last year and registration totals compared to prior year at the same point in time
- **Retention & Graduation** and **Success Rates** reports track enrollment and graduation for entering cohorts

Blue Reports Navigation – Key Concepts:

Right click in panel's white space (not on report or graph) for Panel Actions

Right click on row or column label for Report Actions

Right click in cell for Cell Action list choices

Panel Actions: Pivot, Hide Empty Rows, Sort Rows, Filter Rows, Hide Empty Columns, Sort Columns, Filter Columns, Totals, Content Export, Change Grid Style, Shadow, Increase Font Size, Decrease Font Size, Grid Placement, Analyze in bioXL, Zoom to Full, Panel Reset, Re-Run Query, Go Back, Information.

Report Actions: Interaction (Shift + Click), Drill Down (Click), Drill Up, Drill to Level, Dice, Expand Down (Ctrl + Click), Collapse, Member Selection, Quick Sort, Quick Filter, Action List, Conditional Formatting.

Cell Action List: Zoom In, Cell Action List, ISU Student Info, Student Contact, Student ID.

Distinct Students	Undergraduate		Graduate	
	FTE	Distinct Students	FTE	Distinct Students
13,568	10,839.58	11,258	9,515.66	2,310
9,934	9,480.65	8,968	8,655.40	966
3,634	1,358.93	2,290	860.27	1,344
				498.67

All Classes	In State		Out of State	
	In State	Out of State	In State	Out of State
13,568	10,587	2,981	3,811	
4,384	3,811	2,260	1,791	
1,914	1,519	2,700	2,021	
2,310	1,445			

All Current Colleges	Undergraduate		Graduate	
	FTE	Distinct Students	FTE	Distinct Students
13,568	11,258	2,310	2,310	
Bayh College of Education	1,341	624	717	
College of Arts & Sciences	3,808	3,335	473	
College of Grad & Prof Studies	61		61	
College of Nurs, Hith&Hum Serv	3,246	2,641	605	
College of Technology	2,119	1,755	364	
Non-degree	1,058	1,058		
Scott College of Business	1,325	1,235	90	
Univ College Nondesigned	683	683		

Key Panel Actions - right click on the white space in a panel, not on the report or graph

- Pivot (swaps rows and columns)
- Totals (when dicing/drilling, your row or column totals may be removed. Use the Totals action to add totals to your results. Select Totals, Normal Totals, Grid Grand Totals)
- Content Export (the **Quick Export to Excel** option generates a .xml file or you can choose **Copy Formatted data**, then open an Excel worksheet and paste)

Key Panel Actions (continued)

- **Content Options:**
 - Zoom to Full (goes to full-page for this panel, from the full-page view the option is changed to Zoom to Original to go back to the multi-panel page)
 - Panel Reset (resets the panel to its original state)
 - Go Back (go to the previous data view)

The image shows a dashboard with two panels. The top panel is titled 'Course Trend Grid ACTIVE, ALL DISTANCE PROGRAM INDICATORS, SPRING, ALL STUDENT LEVELS'. It displays a table with columns for 'Spring 2012', 'Spring 2013', and 'Spring 2014'. A menu is open over the table, listing various actions like 'Pivot', 'Sort Rows', 'Filter Columns', and 'Content Options'. A blue box labeled 'Content Options' points to the 'Content Options' menu item. The bottom panel is titled 'Admissions Summary Counts Chart ALL DISTANCE PROGRAM INDICATORS, SPRING, ALL STUDENT LEVELS, SPRING'. It shows a bar chart with values around 5,000. A menu is open over the chart, listing actions like 'Zoom to Full', 'Panel Reset', 'Re-Run Query', 'Go Back', and 'Information'. A blue box labeled 'Zoom to Full, Panel Reset and Go Back can be found here.' points to the 'Zoom to Full', 'Panel Reset', and 'Go Back' menu items.

	Spring 2012	Spring 2013	Spring 2014	Spring 2015	Spring 2016
Of Term Count	45,234	47,614	50,058	52,442	54,826
Count	46,127	48,245	50,314	52,442	54,826
	126,092.5	132,220.5	138,348.5	144,476.5	150,604.5
	117,516.5	123,644.5	129,772.5	135,900.5	142,028.5
Of Term %	13.09%	13.16%	13.61%	14.06%	14.51%
	2.95%	3.38%	3.51%	3.58%	3.65%
	3.0	3.0	3.0	3.0	3.0

Key Report Actions - to further investigate the data presented, right click on a report column or row label (or a bar on a graph)

- Drill to Level (choose the level to drill to if there are multiple levels in this dimension; for example, College/Department/Major)
- Dice (for the dataset represented by the column or row label diced from, you can choose a different dimension to categorize results; some dimensions have multiple hierarchy levels so you must select the hierarchy level you wish to use)
- Expand Down (shows the current element and the next level in its hierarchy)
- Collapse (hides the elements at the next level in the hierarchy)
- Member Selection (can select a particular row or column to focus on or eliminate; can multi-select rows/columns to focus on or eliminate; or can select Focus & Descendants to select the current element and its descendants at all levels in the hierarchy. For example, Focus and Descendants from a particular Major College will provide the college total and the distribution by department by major for that college)

Cell Actions provide detail lists of individuals represented by the count in a report cell - right click on an individual data cell to determine if there are any available Cell Action Lists for that measure. If so, select a list option. From the detail list that displays, you can click on any column heading to sort by that variable. You can click on the Export to Excel button  at the bottom left of the list to export the list to an Excel file.

Other Printing/Saving options If you hover over the Pyramid logo in the upper right corner of the dashboard page and click on the Printer icon, you will see options on the left to Print Content (prints to a PDF) or Export Content (to Excel, Word or Powerpoint). There are options to select only the current page, the entire book (all pages in the dashboard) or selected analyses (allows you to choose multiple pages). 

Training and Assistance

- **Training** - Two types of training are offered monthly: Introductory sessions for new users and Question/Answer sessions for those who have used Blue Reports and have particular questions or needs to address. Please consult the training calendar on the Blue Reports website for session meeting information.
- **Assistance** – Call Linda Ferguson in the Office of Institutional Research at 237-8316